



XEC Solutions, LLC

Expedite. Experience. Exposure.

Senior Security Administrator

General Function

This security systems position is responsible for technical aspects of enterprise computer and physical security. Responsibilities include performing enterprise-wide security systems related activities required to protect information assets from intentional or unintentional disclosure, modification, destruction, or denial. Work is performed with considerable independence under the general supervision of the IT Security Architect or their designee.

Representative Duties

- Secures enterprise Active Directory, Remote Access and physical security systems.
- Coordinates and performs enterprise-wide security audits on computers and physical access systems.
- Coordinates and performs enterprise-wide forensic investigations.
- Analyses and designs possible solutions to protect electronic data.
- Works on various security system projects involving electronic access control, audio/video security systems, security upgrades and implementations.
- May assign projects and oversee IT Security Technician and IT Security Analyst I staff.
- Performs other related duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited institution in Computer Science, Business Management or closely related field and three years of responsible technical experience in security and systems analysis in a multi-vendor, multi-site environment.
- Knowledge of security software applications, desktop systems, physical access control systems and applications and digital video recording systems.